

New Mexico State Courts Step by Step Directions for Scheduling Certified Court Interpreters or Justice System Interpreters (January 2011)

1. When a court interpreter has been requested, first go to the NM Directory of Certified Court Interpreters and Registry of Justice System Interpreters:
<http://www.nmcourts.gov/newface/court-interp/directory.pdf>

Interpreters are listed in the directory and registry by location and language, included American Signed Language (ASL). Please note that spoken language Justice System Interpreters may only interpret for proceedings, which cannot result in jail time. They may not interpret for jurors.

2. If a proceeding is expected to last more than two hours, you will need to schedule two interpreters for the assignment.
3. Begin by calling interpreters in your city or town. If you cannot find a certified interpreter who is nearby, please send a notice to Renee Lovato, aocrjl@nmcourts.gov, for a Spanish Interpreter regarding your interpreter need (cc: aocpjs@nmcourts.gov). For a language other than Spanish, contact Pam Sanchez. Do this right away. The more notice we can provide regarding your assignment the better chance of finding the interpreters you need.

You must include the following information in this notice:

- Type of case and proceeding, e.g., murder trial or domestic violence hearing;
- Language needed;
- Number of interpreters required (for single proceedings expected to last more than two hours, two interpreters must be scheduled);
- Where and when the interpreter is to report (date, time, place);
- Expected length of assignment or assignments (may be more than one on same day or consecutive days);
- Person to contact at the court to accept assignment.

Renee will distribute this notice to all NM Certified Court Interpreters who will contact you directly if they can accept the assignment.

4. If you need an interpreter in a language other than Spanish and there is not an interpreter listed in the Directory or the interpreter listed is not available, please contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822. She will provide you with names and contact information of certified or qualified court interpreters in other states or approve the use of Certified Languages International (CLI) depending on the nature and length of the proceeding for which the interpreter is needed.
5. If you are using an out-of-state interpreter for telephonic (other than CLI) or in-person interpreting, they must have a New Mexico Vendor ID #. They can contact Heather Nash, AOC Fiscal, directly, aochal@nmcourts.gov. All interpreters in-state or out-of-state should submit their bill on the Interpreter Invoice Form included in the 2011 Interpreter Payment Policies and Procedures.
6. If the interpreter(s) will be traveling by commercial transportation and/or staying overnight on the assignment for your court, the interpreter or the court must contact Pam Sánchez, aocpjs@nmcourts.gov, or 505-827-4822, for approval. The overnight expenses worksheet and directions can be found at:

Worksheet: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/travel_expense_worksheet.pdf

Instructions: http://www.nmcourts.gov/newface/court-interp/guidelinesandpolicies/overnight_expense_reimbursement_request.pdf

Prior approval is required for reimbursement of overnight expenses for all interpreters.